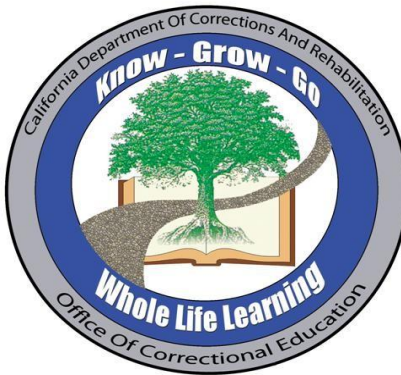


DEPARTMENT OF CORRECTIONS AND REHABILITATION

OFFICE OF AUDITS AND COMPLIANCE

EDUCATIONAL COMPLIANCE BRANCH



COMPLIANCE REVIEW FINDINGS

Mule Creek State Prison

January 28-February 1, 2008

ADMINISTRATION

G. Lynn Hada

ACADEMIC EDUCATION

John Jackson

VOCATIONAL EDUCATION

Beverly Penland

Ron Callison

LIBRARY

Jan Stuter

FEDERAL SUPPLEMENTARY PROGRAMS

Mark Lechich

Ron Callison

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

No.	INSTITUTION: Mule Creek State Prison (MCSP) DATE: January 28-February 1, 2008 COMPLIANCE TEAM: G. Lynn Hada	YES/NO or NA	COMMENTS
1.	Allotments/Operating Expenses:	Yes	
	<ul style="list-style-type: none"> Does the Principal maintain a budget tracking system to monitor the school departments' complete budget? Is there an annual spending plan to determine sub-allotments to programs, expenditures and their balance? 		
2.	Based upon current policy (amount of budget allotted) does it appear that a viable spending plan is in place in order for allocated funds to be fully utilized by year end?	Yes	
3.	Are funds allocated by Office of Correctional Education available and spent within program areas?	Yes	
4.	Are funds tracked by funding source? General Fund, special Budget Change Proposal funding, Federal and State Grant Programs allocated by Office of Correctional Education?	Yes	
5.	Are allocated funds for the Bridging Education Programs including Arts In Corrections used to provide program services to inmates?	Yes	
6.	Are law library purchases funded by the institution's general budget?	No	There is an ongoing attempt by the California Department of Corrections and Rehabilitation (CDCR) Administration to resolve the use of Program 25 vs. Program 45 monies to operate Law Libraries. The ongoing discussions to resolve this funding issue are taking place between Adult Operations and Adult Programs headquarters staff.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

7.	Is the school following the Education Hiring Steps and Responsibilities memo and matrix dated July 13, 2006 instructions when filling vacancies?	Yes	
8.	Are the Education Monthly Report and the Education Daily Report accurate and being completed and submitted on a timely basis?	Yes	
9.	Has adequate space and equipment been provided for staff to perform the required duties of the Reception Center/Bridging Education Program, Arts In Corrections program and the TV Specialist?	Yes	
10.	<div>Credentials:</div> Are all instructional and supervisory staff credentialed appropriately within subject matter area where they are assigned?	No	One teacher with a Single-Subject Credential is in a position that requires a Multiple-Subject Credential.
11.	Does the assigned bridging staff hold appropriate credentials and/or placed in the appropriate Re-Entry classification?	N/A	
12.	<div>Duty Statements:</div> Are 100% of the staff duty statements on file and applicable to current position?	Yes	
13.	<div>Operational Procedures:</div> Does the institution have an Operational Procedure (OP) that addresses the legislative mandates of the Bridging Education Program?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

14.	<ul style="list-style-type: none"> Does the institution have an Operational Procedure for the Education Program? Does it use Department Operation Manual Chapter 10 as an inclusion? 	Yes	The Operational Procedure was revised 2/07. When next revised, it must change its references to Department Operating Manual Chapter 10.
15.	<div style="background-color: #e0e0e0; padding: 2px;">Staff Assignments:</div> <p>Does the Principal maintain a current and complete list of all authorized positions and their status?</p>	Yes	
16.	Are all staff appropriately working and/or assigned within the education program?	Yes	
17.	Do all staff within the education program report to, and are under the Principal's supervision?	Yes	
18.	Is the Bridging Education Program Reception Center/General Population/Arts In Corrections fully staffed with supervisory, instructional and ancillary personnel?	Yes	The only bridging program at MCSP is the Arts In Corrections program.
19.	Are Re-Entry Program instructors, class code 7581, assigned only to the Bridging Education Program (BEP)?	N/A	
20	When Bridging Education Program vacancy occurs, is it immediately reclassified to class code 2290 Teacher, High School, General Education?	N/A	
21.	Has the Artist Facilitator been officially assigned to the Education Department?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

22.	Is there a system in place that is being utilized to ensure the tracking of inmates and their completed assignments during their transition from the Reception Center to the General Population Institution?	N/A	
23.	Has an individual been designated to be responsible for trouble-shooting the equipment and contacting Transforming Lives Network for needed support?	Yes	Jerry Gally, Electronics Tech in Plant Operations.
24.	When there is a modified program, class closure, etc., is a plan in place to continue to deliver education services and other required educational activities and is plan always implemented?	Yes	
25.	Is the Assessment Office Assistant (OA) performing duties delineated in the Assessment OA duty statement?	Yes	
26.	<div>Alternative Education Delivery Model (AEDM):</div> Is an approved Alternative Education Delivery Model Operational Procedure in place?	Yes	
27.	Are all of the Alternative Education Delivery Models being locally implemented at the institution in agreement with the California Correctional Peace Officers Association agreement and the institutional Operational Procedure?	No	There is no Independent Study program or Education/Independent Study program in place as required by the Operational Procedure.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

28.	Are all Alternative Education Delivery Model positions filled?	No	Teachers are not assigned to the Independent Study and the Education/Independent Study Alternative Education Delivery Models as required by the Office of Correctional Education policy and the local Alternative Education Delivery Model agreement with the Correctional Peace Officers Association
29.	Do all Alternative Education Delivery Model faculties have the approved Alternative Education Delivery Model Duty Statement with required signatures?	Yes	
30.	Are Alternative Education Delivery Model inmate enrollments/assignments being made based on eligibility criteria of the enrollments/assignment as defined in the course descriptions and guidelines?	No	The Alternative Education Delivery Model does not conform to the requirements of the Operational Procedure.
31.	<ul style="list-style-type: none"> Are all Alternative Education Delivery Model Programs operating as full-time programs that meet the program-wide quotas? Are all approved Alternative Education Delivery Model faculty schedules posted? 	No	There is no Education/Independent Study or Independent Study program.
32.	<div style="border: 1px solid black; background-color: #e0e0e0; padding: 2px;">Gender Responsive Strategies:</div> <p>Has all education staff received Gender Responsive Strategies training provided by the Female Offender Programs (FOP) institutional administration?</p>	N/A	
33.	Are female inmates' vocational assignments being made based on the eligibility criteria of the vocational assignment as defined in the course descriptions and vocational guidelines?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

34.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Certificates of Completion or Achievement:</div> <ul style="list-style-type: none"> • Are Certificates of Vocational or Academic Life Skills Completion being issued to those students earning them and recorded on a tracking system? • Are Certificates of Achievement issued to those students who exit the program before the Certification of Completion is earned? 	Yes	
35.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Executive/Supervisory Assignments:</div> <p>Are documented staff meetings held regularly by Principal, Academic Vice-Principal, and Vocational Vice-Principal? (monthly or more)</p>	Yes	
36.	Is the Principal a member of the Warden's Executive Staff?	Yes	
37.	Does all supervisory staff conduct and record classroom visitations and observations on a quarterly basis?	No	No records are available.
38.	<ul style="list-style-type: none"> • Does the Academic Vice-Principal/Vocational Vice-Principal provide documented In-Service Training and On-the-Job Training? • Are all probationary and annual performance evaluations currently due completed? 	No	The In-Service Training and On-the-Job Training is documented. Some Annual Performance Evaluations are not current.
39.	Are supervisors documenting contact with staff and inmates involved in the bridging program?	Yes	
40.	Are Transforming Lives Network quarterly reports being submitted to Office of Correctional Education by the due dates of Oct. 10, January 10, April 10 and July 10?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

41.	Test of Adult Basic Education: <ul style="list-style-type: none"> Is the Principal trouble shooting Test of Adult Basic Education score losses identified on the School Program Assessment Report Card? Is the Principal implementing remedial changes to improve the scores? 	No	The Principal was unaware the School Program Assessment Report Card is available.
42.	Is there a 4.0 reading level report generated and distributed to appropriate staff?	Yes	
43.	Is a list of inmates who have a verified Learning Disability generated and distributed to appropriate staff?	No	The data is gathered but no report is generated or distributed.
44.	Accreditation: <p>Has the education program been accredited by Western Association of Schools and Colleges, or has the application for accreditation been submitted to Western Association of Schools and Colleges?</p>	Yes	
45.	<ul style="list-style-type: none"> Is there a continuing Western Association of Schools and Colleges process being followed by the school with the action plans being actively addressed in a timely manner. Is there a leadership team in place and do minutes substantiate regular meetings? 	No	The leadership team met on May 2006 and did not meet again until September 2007. The leadership team has not met since then.
46.	Inmate Enrollment/Attendance: <p>Do academic, vocational, Bridging Education Program, Enhanced Outpatient Program and Alternative Education Delivery Model enrollments meet the required program quotas (15:1, 27:1, 54:1, 120:1)?</p>	No	The Pre-release Class has no formal classroom. The teacher does roving workshops sporadically and hands out study packets. There is no Independent Study program and the Enhanced Outpatient Program position is vacant.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

47.	Has the Institution developed an eligibility list for assigning inmates to the Bridging Education Program?	N/A	
48.	Does the Principal maintain a copy of the current inmate assignment waiting list?	No	The latest list available is dated November 2007.
49.	Is education staff attending Institution Classification Committee (ICC) meetings for input into the placement of inmates into education programs?	Yes	
50.	<div style="border: 1px solid black; padding: 2px;">Bridging Program:</div> Has the teaching staff met with each inmate upon assignment to the Bridging Education Program?	N/A	
51.	Are all Bridging Education Program eligible inmates receiving an education orientation packet upon arrival to the housing unit?	N/A	
52.	<div style="border: 1px solid black; padding: 2px;">Transitional Living Network:</div> Has the Transforming Lives Network satellite dish been installed and operational?	Yes	
53.	Is the Literacy Coordinator (Academic Vice-Principal) designated as the Transforming Lives Network Coordinator?	Yes	Virginia Fair-Amitani
54.	Do the number of inmates being enrolled and the number completing Transforming Lives Network courses agree with the numbers reported to Office of Correctional Education?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

55.	Has Transforming Lives Network enrollment and completion data been tracked?	Yes	
56.	<div style="border: 1px solid black; padding: 2px;">General Educational Development Testing/High School Credit:</div> <ul style="list-style-type: none"> • Is there a High School credit program and General Educational Development (GED) Testing program that follows Office of Correctional Education and State requirements? • Are High School Diplomas and GED Equivalency Certificates issued to qualified inmates? 	Yes	
57.	<div style="border: 1px solid black; padding: 2px;">Inmate Education Advisory Committee:</div> <p>Is there an Inmate Education Advisory Committee established with regularly scheduled monthly meetings?</p>	Yes	
58.	<div style="border: 1px solid black; padding: 2px;">Education Files</div> <ul style="list-style-type: none"> • Do all of the quarterly CDCR 128-E and 154 or other official student school transcripts reports contain current and appropriate information that includes credits earned, course completions? • Does the appropriate instructional staff sign all of the above reports? (Supervisory staff when instructional staff is not available.) • Does supervisory staff (Academic Vice-Principal/Vocational Vice-Principal) review these reports? 	No	Vocational and some academic classes do not issue elective high school credits.

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

59.	<ul style="list-style-type: none"> Are Education Files with a copy of the Record of Inmate Achievement (CDCR 154) transferred to Central Records when a student leaves education, transfers or paroles? Is the original copy of the Record of Inmate Achievement (CDCR 154) (or High School Transcript) kept in the Education Office files in perpetuity? Are Education Files prepared for all assigned inmates? Are Bridging Education Program Education Files prepared for all assigned bridging students in the Reception Center and transferred to the General Population receiving institution? 	Yes	The high-school teacher keeps copies of all transcripts.
60.	<ul style="list-style-type: none"> Are there any contracted, Office of Correctional Education sponsored or special programs operating at the institution? Have teachers assigned to these programs received special/related training? 	Yes	
61.	<div style="border: 1px solid black; padding: 2px;">Literacy:</div> <p>Are literacy programs available to at least 60% of the eligible prison population?</p>	Yes	The Education Monthly Report shows literacy training is provided to about 40% of the eligible population. The remaining population has access to the Transforming Lives Network on TV.
62.	Is there an active Site Literacy Committee that meets and documents quarterly meetings, and is it coordinated by the Principal or an Academic Vice-Principal?	No	There is not Site Literacy Committee.
63.	Does the Site Literacy Committee discuss the Bridging Education Program as part of its quarterly meetings?	N/A	
64.	Is the institution utilizing at least two alternate resources to implement literacy services for inmates?	Yes	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

65.	Is there an established procedure for placing students into any existing Learning Literacy (LLL) lab? (a federally or non-federally funded Computer Aided Instruction /Plato/Computer Lab)	Yes	
66.	<div style="border: 1px solid black; padding: 2px;">Developmental Disability Program and Disability Placement Program Programs:</div> <p>If this is a Developmental Disability Program and/or a Disability Placement Program site, does the Principal have the required documentation that demonstrates adherence to the Court Remedial Plans and CDCR/Office of Correctional Education policies?</p>	N/A	
67.	<div style="border: 1px solid black; padding: 2px;">ESTELLE/Behavior Modification Programs:</div> <p>Is documentation available regarding the original operational intent/concept of the Estelle/Behavior Modification Unit Program and are there actual implementations of the program/programs?</p>	N/A	
68.	Is there an Estelle/Behavior Modification Unit Program monitoring and tracking process in place to record to record student progress through achievement/progress, data collection, instructional methods, and curriculum?	N/A	
69.	<div style="border: 1px solid black; padding: 2px;">Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) – Risk and Needs Assessment:</div> <p>Is there an approved Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Operational Procedure (OP)?</p>	N/A	
70.	Are all Recidivism and Reduction Strategy (RRS) assessment positions filled?	N/A	

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

71.	Are all other designated assessment positions filled? Is there a designated supervisor over the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?	N/A	
72.	Do all designated assessment staff have an individual Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) log-on code? Is the security of the code maintained?	N/A	
73.	Does the assessment staff maintain appropriate security of laptop and/or stand-alone computers utilized for the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs Assessment Program?	N/A	
74.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies:</div> <ul style="list-style-type: none"> Is there a Recidivism Reduction Strategies expenditure tracking log maintained by the Principal for the purposes of identifying equipment or materials purchase or provided to the institution for assessments as identified in the Recidivism Reduction Strategies Budget Change Proposal (BCP)? Are inventories of Recidivism Reduction Strategies equipment maintained and current? 	Yes	
75.	<div style="border: 1px solid black; padding: 2px;">Recidivism Reduction Strategies Enhanced Outpatient Program:</div> <p>Are all Enhanced Outpatient Program staff hired and in place?</p>	No	The Enhanced Outpatient Program teacher's position is vacant. The Enhanced Outpatient Program teacher was redirected to another program.
76.	Does the Principal (via the Academic Vice-Principal) supervise the Enhanced Outpatient Program Teacher(s) in accordance with CDCR policy?	No	The Enhanced Outpatient Program teacher's position is vacant. The Enhanced Outpatient Program teacher was redirected to another program

COMPLIANCE REVIEW FINDINGS

EDUCATION ADMINISTRATION SECTION

77.	Have the Enhanced Outpatient Program Teacher(s) received training in performing the required duties as described in the Enhanced Outpatient Program Duty Statement?	No	The Enhanced Outpatient Program teacher's position is vacant. The Enhanced Outpatient Program teacher was redirected to another program
78.	<div>Multi-Agency Re-entry Program (SB 618):</div> Has the institution interviewed and hired for the Prison Case Manager positions as members of the Multi-Disciplinary team?	N/A	
79.	Are the four vocational programs referenced in Senate Bill 618 in place at the institution?	N/A	
80.	Has a documentation process been established to monitor inmate contact time as well as inmate growth and completion of program?	N/A	
81.	<div>Vocational-Recidivism Reduction Strategies</div> Are all original vocational Recidivism Reduction Strategies (RRS) teacher positions filled and are all classrooms operating?	N/A	
82.	Are all Recidivism Reduction Strategies vocational classes at full enrollment?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

NO.	INSTITUTION: MCSP DATE: January 28-February 1, 2008 COMPLIANCE TEAM: John Jackson, Beverly Penland	YES/NO or N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Student Job Descriptions:</div> Are all of the inmate students' job descriptions accurate, complete, signed, and available?	No	The majority of the teachers have student job descriptions in their education folders; others do not.
2.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Student Records/Achievements:</div> Do all the of classroom files reflect Test of Adult Basic Education scores that are being administered according to the quarterly testing matrix and that are not over six months old for students under the CDCR Literacy Plan criteria and Office of Correctional Education Test of Adult Basic Education testing requirements?	Yes	All of the teachers have Test of Adult Basic Education scores in the education folders.
3.	Are all of the CDCR 128-E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?	No	The majority of the teachers have CDCR 128-E's in the education file folders; others do not.
4.	Is 100% of the CDCR curriculum recording system in-use, accurate, and current?	No	Many of the teachers are not using the curriculum recording system; others are using the old recording system.
5.	Do 100% of the Permanent Class Record Cards (CDCR-151 form) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time for 4-10 programs for traditional classes?	Yes	All of the teachers have Permanent Class Record Cards; and they are current and up to date. However, the teacher on the minimum yard only has 8.0 hours of inmate contact time. The policy requires 8.5 hours of contact on the 4-10-40 work schedule.
6.	Are Certificates of Completion or Achievement being issued to those students earning them?	Yes	The teachers are giving Certificate of Completions and achievement when they are earned.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

7.	Instructional Expectations: Do all of the academic education classes have lesson plans that agree with the CDCR approved curriculum?	No	Some teachers do not have lesson plans. Some of the teachers on B and C Yard have excellent lesson plans.
8.	Are the required and/or elective credits in the academic subject being taught issued to inmates and recorded on the transcript?	Yes	The High School/GED teachers are giving elective credits.
9.	Do all of the academic education classes have course outlines that agree with the CDCR approved curriculum?	No	Many teachers do not have course outlines.
10.	Bridging Education Program Instructional Expectations: Is each teacher utilizing the established curriculum for Bridging Education Program and does each teacher have a copy of the curriculum?	N/A	
11.	Are the Test of Adult Basic Education and Comprehensive Adult Student Assessment System being Administered to Bridging Students? Are other assessments being used to assess the inmate job skills?	N/A	
12.	Does Bridging Education Program teacher utilize the proper Permanent Class Record Card (CDCR 151 form) that is up to date and accurate?	N/A	
13.	Has the Bridging Education Program teacher developed a written weekly schedule to include student programs and contacts?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

14.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> Test of Adult Basic Education Testing Coordinator: </div> <p>Are gain/loss reports (School Progress Assessment Report Card) and the Test of Adult Basic Education sub-test reports reviewed/shared with the education supervisors?</p>	No	<p>The Test of Adult Basic Education Coordinator was unaware of this report. It has never been given to her. The report is sent to the institution via the intranet and hard copies are also sent to the Warden, the Principal and the Test of Adult Basic Education coordinator via the mail. None of the teachers are aware of this report.</p>
15.	<p>Does the Test of Adult Basic Education Coordinator and at least two others have access to a CDCR email address and user account?</p>	No	<p>The Test of Adult Basic Education Coordinator does not access or have the working knowledge to access an e-mail account. She relies on the Vice-Principal or the Principal to give her the any reports or correspondence that is sent to the institutions via the intranet, fax or mail.</p>
16.	<p>Does the Test of Adult Basic Education Coordinator have the most recent Test of Adult Basic Education database (within a week)?</p>	No	<p>The Test of Adult Basic Education Coordinator relies on the Vice-Principal or the Principal to give her the database file that is sent to the institutions via the intranet. She only receives it once a month. The database is updated weekly and is available on the share drive. The Test of Adult Basic Education Coordinator should have the most current test data to verify test scores on incoming inmates and to run the various reports.</p>
17.	<p>Are Test of Adult Basic Education testing protocols signed by current staff?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

18.	Are the Test of Adult Basic Education testing materials secured in a locked cabinet (mandatory standards)?	Yes	
19.	Is a master inventory of Test of Adult Basic Education test booklets and answer sheets maintained by the testing coordinator?	Yes	The school has a very good inventory system to account for all the test booklets.
20.	Is the Test of Adult Basic Education binder current and up-to-date with memos, purchase orders and instructions?	Yes	
21.	Is the Test of Adult Basic Education locator test being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	Yes	Locator tests are available for all the teachers to determine which test level is appropriate.
22.	<div style="border: 1px solid black; padding: 2px;">Teacher-Test of Adult Basic Education Testing</div> <p>Are teachers testing within 10 days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	No	All students are not being tested within the 10 days of entry into the classroom or quarterly as required by the Office of Correctional Education policy. None of the teachers are testing their individually assigned students contrary to Office of Correctional Education policy. The Test of Adult Basic Education Coordinator is doing the testing rather than the teachers.
23.	Are the Test of Adult Basic Education tests administered according to the testing matrix?	Yes	All of the students are being tested every six months and the students must be given the full Test of Adult Basic Education battery.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

24.	Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?	No	Some teachers are not using the locator test.
25.	Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?	Yes	All of the teachers stated that they are reviewing the Test of Adult Basic Education pre-post scores with their inmates.
26.	Are teachers using the Test of Adult Basic Education pre-post diagnostic subtest test results as a diagnostic tool for individualized instruction and troubleshooting Test of Adult Basic Education score losses in their classes?	Yes	All of the teachers are using the Test of Adult Basic Education test as a diagnostic tool to prescribe their individualized instruction plans for each student.
27.	Are current Test of Adult Basic Education subtests placed in student's file?	Yes	All of the education folders had Test of Adult Basic Education scores in them.
28.	<div style="border: 1px solid black; padding: 2px;">Alternative Education Delivery Model:</div> Are Alternative Education Delivery Model Open Line schedules with dates and times posted in public areas for inmate access to educational services during off work hours?	Yes	The schedule was reviewed; there are no open lines, that element of the Alternative Education Delivery Model has not been developed. The T.V Specialist is in his third week.
29.	Are the Television Specialist and Distance Learning Study Teacher developing a Distance Learning Study Channel schedule of courses, with dates and times, posted in public areas for inmates to review and complete their assignments?	Yes	The Transforming Lives Network is shown on institutional T.V. along with Kentucky Educational GED and other educational DVD's that cover the main subject areas.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

30.	Does the Television Specialist plan, supplement and implement electronic educational coursework with the Distance Learning Study teacher, utilizing Transforming Lives Network and airing educational programs such as Kentucky Educational TV General Education Development series on a weekly basis?	Yes	These plans are in place.
31.	Are teachers awarding inmates certificates for achievement/completion in Alternative Education Delivery Model programs?	Yes	Many of the students are receiving their GED certificates.
32.	Do all of the Education/Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	This program of the Alternative Education Delivery Model has not been instituted.
33.	Do all of the Education/Work Program classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	N/A	This program of the Alternative Education Delivery Model is not in the Operational Procedure.
34.	Do all of the Distance Learning classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	Some of them do not.
35.	Do all of the Independent Study classes have current course outlines and lesson plans that agree with the Office of Correctional Education approved curriculum?	No	There is no Independent Study teacher assigned.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

36.	<ul style="list-style-type: none"> Are teachers testing inmates within 10 days of being enrolled or assigned to Alternative Education Delivery Model program? Are the inmates' Test of Adult Basic Education subtest results analyzed by the teacher for appropriate Alternative Education Delivery Model lesson/class placement? 	No	Since the Test of Adult Basic Education is not being administered appropriately within time limits, some teachers are not analyzing the Test of Adult Basic Education subtest results for proper student placement and lesson planning.
37.	<ul style="list-style-type: none"> Is the Alternative Education Delivery Model current enrolled/assigned inmate roster consistently kept updated? Is it given to the Vice-Principal and Principal on at least a weekly basis? 	No	This is not taking place.
38.	Are students' gains being recorded and tracked?	Yes	The student gains are being recorded and tracked.
39.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Do all of the academic life skills classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum, i.e.? Women's Conflict and Anger Lifelong Management (W-CALM)(Feb. 2007), Women's Health (July 2007), Women's Parenting (January 2008) Women's Victims (July 2008)?</p>	N/A	
40.	Do all of the academic life skills classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

41.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">ESTELLE and Behavior Modification Unit programs:</div> <p>Is there an effective system in place to track monthly attendance, reporting, and evaluation of assigned inmates, their performance; and participation that allows you to provide a clear overall rating of progress of each student in the Behavior Modification Unit/ESTELLE program?</p>	N/A	
42.	<p>Is there a tracking and evaluation process to determine inmate progress on the Behavior Modification Unit curriculum competencies including Conflict and Anger Lifelong Management and are you providing documentation to Unit Classification Committee every 30 days detailing how the inmates assigned to the Behavior Modification Unit program are performing?</p>	N/A	
43.	<ul style="list-style-type: none"> • Do ESTELLE students have access to computers as required in the framework of the program for training? • Does the teacher have Test of Adult Basic Education scores on all of the students in the program? 	N/A	
44.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Correctional Offender Management Profiling for Alternative Sanctions – Risk and Needs Assessment:</div> <p>Are assessment teachers conducting assessments on eligible inmates as defined by the current Correctional Offender Management Profiling for Alternative Sanctions Operations Manual?</p>	N/A	
45.	<p>Does assessment staff utilize the current standardized Correctional Offender Management Profiling for Alternative Sanctions Tracking Form?</p>	N/A	

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

46.	Are the Correctional Offender Management Profiling for Alternative Sanctions questionnaires shredded daily in accordance with confidential document procedure?	N/A	
47.	Are assessment interviews conducted in a semi-private environment?	N/A	
48.	Is appropriate assistance provided to inmates during participation in the Correctional Offender Management Profiling for Alternative Sanctions assessment interview in accordance with departmental policies regarding Effective Communication, the Clark Remedial Plan, and Armstrong mandates?	N/A	
49.	<div style="border: 1px solid black; background-color: #f2f2f2; padding: 2px;">Security and Order:</div> <p>Are personal alarms issued to teachers and do they wear whistles and the personal alarms?</p>	Yes	All of the teachers had their personal alarms and whistles. However, many of the teachers did not have their whistles in the right place.
50.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	The exits signs and fire evacuation plans are posted.
51.	<div style="border: 1px solid black; background-color: #f2f2f2; padding: 2px;">Pre-Release</div> <p>Does the Pre-Release curriculum contain Life Skills; Communication Skills; Attitude and Self-Esteem; Money Management; Community Resources; Job Application Training; Department of Motor Vehicles Practice Test; and Parole Services?</p>	No	It should be noted that the Pre-Release class at MCSP is not a conventional Pre-Release program. Therefore, it does not align with many of the policies and guidelines approved by the CDCR and the Office of Correctional Education.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

52.	Do all of the Pre Release lesson plans contain the objective, handouts, and methods for student evaluation?	No	This is not a conventional Pre-Release class. The program consists of study packets and workshops (the teacher creates her own ducat lists and conduct workshops on various yards at the institution). No students are assigned to the Pre-Release program.
53.	Is the Pre-Release teacher receiving appropriate institutional and Parole and Community Services Division (P&CSD) staff support?	Yes	The teacher stated that she was receiving institutional and P&CSD support as needed.
54.	Is the Pre-Release curriculum recording system in-use, accurate, and current and are copies of monthly records maintained?	No	This is not occurring; the Pre-Release class is not a conventional class. The teacher showed me a copy of the monthly report she maintains.
55.	Does the Pre-Release instructor use a variety of teaching methodologies and allow for differentiation of instruction to meet individual learners' needs?	Yes	She is using a variety of teaching methodologies.
56.	Is the Pre-Release class a full-time program (4 days/8.5, 5 days 6.5 hours)? If no, is there an exemption on file?	No	No students are assigned to the Pre-Release program.
57.	Are all of CDCR 128-E's, completion chronological reports and classroom records current and accurate and reflecting a full quota student enrollment?	No	No students are assigned to the Pre-Release program.
58.	Does the Pre-release Teacher use the Framework for Breaking Barriers?	Yes	It is used in the packets and in the workshops.
59.	Does the Pre-release teacher provide the Office of Correctional Education with monthly Pre-release reports on time and maintain copies of those Monthly Pre-release reports?	Yes	A monthly Pre-release report is sent to OCE.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

60.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recidivism Reduction Strategies Enhanced Outpatient Program Program:</div> <p>Is the Enhanced Outpatient Program Teacher a participating member of the Interdisciplinary Treatment Team meetings?</p>	No	The Teacher assigned to the Enhanced Outpatient Program has been removed and transferred to a traditional classroom leaving the Enhanced Outpatient Program teacher position vacant contrary to Recidivism Reduction Strategies funding requirements.
61.	Is there a current roster of Enhanced Outpatient Program inmates determined eligible by Interdisciplinary Treatment Team and the Enhanced Outpatient Program teacher to receive education services?	No	No Enhanced Outpatient Program teacher is assigned.
62.	Is the required student assessment for development of the Individualized Treatment and Education Plan completed in accordance with the Enhanced Outpatient Program assessment guidelines timelines?	No	No Enhanced Outpatient Program teacher is assigned.
63.	Is there documentation of the education services provided to Enhanced Outpatient Program inmates?	No	No Enhanced Outpatient Program teacher is assigned.
64.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Transforming Lives Network Program:</div> <p>Are alternate modalities available for use within the housing units for the distant learning program? For example, video, Transitional Living Network, institutional television, visual worksheets, etc.?</p>	Yes	The T.V. Specialist has posted the schedule throughout the institution and it (the schedule) is also shown on the institutional T.V. channel.
65.	Is the television specialist recording Transforming Lives Network broadcasting and archiving copies for re-broadcast and individual teacher access?	Yes	Transforming Lives Network broadcasts are recorded archived and shown later on the institutional T.V. channels.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

66.	Is the television specialist setting up a broadcast schedule for the school and distributing that schedule to the school faculty?	Yes	The broadcast schedule was reviewed.
67.	Are school faculty members given the opportunity to provide input into the broadcast schedule?	Yes	According to the T.V. specialist they are given the opportunity to provide input.
68.	<div style="background-color: #e0e0e0; padding: 2px;">Recreation/Physical Education:</div> Is there a current and comprehensive activity schedule for the Recreation and/or Physical Education Program?	No	The Physical Education teacher retired recently and the school has not hired a replacement.
69.	Does the Physical Education teacher follow the CDCR approved selection process for movies?	No	The Physical Education teacher position is vacant.
70.	Does the Physical Education teacher have sign-up sheets, team rosters, or other evidence of inmate participation in sports and health education activities?	No	The Physical Education teacher position is vacant.
71.	Is CDCR-approved State frameworks curriculum being used and are course outlines present?	No	The Physical Education teacher position is vacant.
72.	Are health education, physical fitness training and recreational activities being provided to the Special Needs populations?	No	The Physical Education teacher position is vacant.
73.	Does the Physical Education teacher have a system in place to ensure accountability for state property including sports equipment, clothing and supplies?	No	The Physical Education teacher position is vacant.

COMPLIANCE REVIEW FINDINGS

ACADEMIC EDUCATION SECTION

74.	Are there sufficient supplies, such as board games and sports equipment, to ensure a viable Physical Education program?	No	The Physical Education teacher position is vacant.
75.	Are time-keeping records (CDCR Form 1697) on inmates assigned to work for the Physical Education teacher being kept?	No	The Physical Education teacher position is vacant.
76.	<div> Recidivism Reduction Strategies (Physical Education): </div> Are health education, physical fitness training and recreational activities being provided to the geriatric population (age 55 and over)?	No	The Physical Education teacher position is vacant.
77.	Have the funds for the Recidivism Reduction Strategies funds for the geriatric population been expended for the geriatric population?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

NO.	INSTITUTION: MCSP DATE: January 28-February 1, 2008 COMPLIANCE TEAM: Beverly Penland, Ron Callison	YES/NO N/A	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Student Job Description:</div> <p>Are all of the inmate students' job descriptions accurate, complete, signed, and available?</p>	Yes	
2.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Student Records/Achievements:</div> <p>Do all of classroom files reflect Test of Adult Basic Education scores that are not over six months old for students under the CDCR Literacy Plan and Office of Correctional Education Test of Adult Basic Education testing criteria?</p>	No	<p>Several students assigned to Education do not have a full battery Test of Adult Basic Education test scores as required. Several have old Form 8/9 scores. Some have only a reading score. A separate Test of Adult Basic Education chronological report is not generated. The Test of Adult Basic Education score is put on the CDCR 128-E and some teachers did not put the test date nor the level on the chronological report.</p>
3.	<p>Are all of the CDCR 128-E chronological reports, classroom records and timekeeping documents, current, accurate, and secure?</p>	No	<p>Teachers are using the 128-E to record the Test of Adult Basic Education scores. However, some do not have the test date or test level. Some are missing all of the Test of Adult Basic Education data. Time keeping was accurate.</p>
4.	<p>Is the curriculum recording system in-use, accurate, and current?</p>	Yes	
5.	<p>Does the Permanent Class Record Card (CDCR Form 151) reflect the minimum student contact time of 6.5 hours x-time or 8.5 hours of x-time (on full days) for 4-10 programs?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

6.	Are elective credits in the designated vocational subject being issued to inmates and recorded on the transcript?	No	Most are unaware they could issue credits. One of teachers has an agreement with Sierra College to grant credits towards an Associate of Arts degree.
7.	Are Trade/Industry Certifications being issued and recorded to those students earning them?	Yes	The National Center for Construction Education and Research, Automotive Service Excellence, OPEA, C-TECH, T-TEC, and CET industry and trade certifications.
8.	Are Certificates of Completion or Achievement being issued and recorded for those students earning them?	Yes	
9.	<div style="border: 1px solid black; padding: 2px;">Instructional Expectations:</div> Do all of the vocational education classes have course outlines that agree with the CDCR curriculum?	No	Most teachers are not familiar with what a course outline contains.
10.	Do all of the vocational education classes have lesson plans that agree with the CDCR curriculum?	Yes	
11.	Have the Literacy Implementation Plan sections (applicable to Vocational Education) been incorporated through a core set of literacy materials into the instructional plan and do lesson plans verify this?	Yes	One of the programs has an excellent set of instruction plans and recording system to assist the students in their individual literacy needs.
12.	Are Vocational Instructors conducting and documenting at least 4 hours of approved related formal classroom training each week for all inmate students?	Yes	
13.	Are all of the vocational programs that have a nationally recognized certification programs participating in that program?	No	The Office Services and Related Technology teacher is new and is in the process of receiving training for Microsoft certification.

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

14.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Recidivism Reduction Strategies:</div> <p>Is the Recidivism Reduction Strategies program instruction issuing trade certifications and/or National Center for Construction Education and Research certifications?</p>	Yes	
15.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">National Center for Construction Education and Research:</div> <p>Is all the National Center for Construction Education and Research accreditation guidelines for Standardized Training being used?</p>	Yes	
16.	<p>Are the Building Construction Trades using the Contren Learning Series text books as the primary classroom text book?</p>	Yes	
17.	<p>Do all of the National Center for Construction Education and Research instructors have the resources needed to effectively teach the related trades?</p>	Yes	
18.	<p>Are all of the building trade instructors currently National Center for Construction Education and Research Certified Instructors and have attended the Instructor Certification Training Program (ICTP)?</p>	Yes	
19.	<p>Are all of the craft instructors maintaining and conducting record keeping as outlined in the National Center for Construction Education and Research Accreditation Guidelines?</p>	Yes	
20.	<p>Are all of the instructors maintaining the confidentiality and maintain restricted access to inmate social security numbers used on the National Center for Construction Education and Research Form 200's?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

21.	Are all of the written National Center for Construction Education and Research tests, National Center for Construction Education and Research test CD-ROMs and National Center for Construction Education and Research answer keys maintained in a secure locked location with an inventory of the tests on hand?	Yes	
22.	Are all of the students evaluated based on a 70% minimum passing score on National Center for Construction Education and Research written examinations?	Yes	
23.	Are those students that fail a National Center for Construction Education and Research written test or practical exam required to wait a minimum of 48 hours prior to being retested?	Yes	
24.	Are 90% or more of the students completing the first six National Center for Construction Education and Research CORE Modules prior to starting the Level 1 for the trade?	Yes	
25.	Are all National Center for Construction Education and Research performance evaluations conducted for each module and a record of the Performance Profile Sheet maintained?	Yes	
26.	Upon successful completion of the National Center for Construction Education and Research written and performance evaluation, is the instructor documenting and submitting the Form 200 to the Unit Training Representative (UTR) for signature and forwarding to Office of Correctional Education?	Yes	
27.	Are all of the instructors accepting National Center for Construction Education and Research Modules and Completion Certifications issued prior to students being assigned to the vocational class?	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

28.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Test of Adult Basic Education testing</div> <p>Are teachers testing within ten days of the student's initial entry into the classroom, as well as quarterly testing based on the Test of Adult Basic Education matrix?</p>	No	<p>Many students have never been given the full battery Form 9/10 Test of Adult Basic Education as required. The memorandums issued concerning Test of Adult Basic Education testing are not followed. The teachers do not test their own students. An academic teacher goes to the yards once a week and tests inmates.</p>
29.	<p>Are the Test of Adult Basic Education tests administered according to the testing matrix?</p>	Yes	<p>This is all handled by the Test of Adult Basic Education test coordinator and the tests are administered by teachers assigned to test all classroom students.</p>
30.	<p>Is the Test of Adult Basic Education locator being used when needed to determine which level appropriate Test of Adult Basic Education test to administer?</p>	Yes	<p>The teachers administer the locator to determine the appropriate test level. However, none of the teachers do any of the actual testing of their students. The testing is done by an academic teacher who goes yard to yard.</p>
31.	<p>Are teachers using Test of Adult Basic Education pre-post subtest diagnostic reports for student needs assessment and are they reviewing test scores with inmates?</p>	No	<p>Most teachers said they review the Test of Adult Basic Education pre-post subtest report with the inmates but are unfamiliar with what a post subtest is and that post-tests are even given to students.</p>
32.	<p>Are teachers using the Test of Adult Basic Education test results as a diagnostic tool for individualized instruction and trouble shooting Test of Adult Basic Education score losses in their classes?</p>	Yes	<p>The teachers indicated they talked with the student when the test results are very different.</p>
33.	<p>Are current Test of Adult Basic Education subtests placed in student's file?</p>	Yes	

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

34.	<div style="border: 1px solid black; padding: 2px;">Gender Responsive Strategies:</div> <p>Do all or more of the Gender Responsive Strategies vocational classes have current course outlines that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum, i.e. Cosmetology, Mill & Cabinet, Cable Technician, etc.?</p>	N/A	
35.	<p>Do all or more of the vocational classes have current lesson plans that agree with the Office of Correctional Education/Gender Responsive Strategies approved curriculum?</p>	N/A	
36.	<div style="border: 1px solid black; padding: 2px;">Security and Order:</div> <p>Are personal alarms issued by institution to instructors and do they wear a whistle and the personal alarms?</p>	Yes	
37.	<p>Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?</p>	Yes	
38.	<p>Is there an Inmate Safety Committee that conducts and records weekly safety inspections?</p>	No	<p>One teacher does not have an inmate safety committee. He said he has a lot of turnover and has not assigned any inmates to a committee.</p>
39.	<p>Are safety meetings being held and documented?</p>	Yes	
40.	<div style="border: 1px solid black; padding: 2px;">Trade Advisory Committee:</div> <p>Does the instructor have a documented, Trade Advisory Committee that meets at least quarterly?</p>	Yes	<p>All the teachers have members and minutes. However this may become difficult due to the new school year parameters and requirements.</p>

COMPLIANCE REVIEW FINDINGS

VOCATIONAL EDUCATION SECTION

41.	Job Market Analysis: Is a current Employment Development Department Job Market Analysis and/or institutional Job Market Survey on file?	Yes	All the teachers have a current copy and other information concerning their trade for the inmates to review.
42.	Apprenticeship: Is there an active Apprenticeship Training Program?	N/A	
43.	If yes, do inmates meet apprenticeship requirements and receive pay?	N/A	
44.	Does the instructor have a documented active Joint Apprenticeship Committee that meets at least quarterly within the institution?	N/A	
45.	Employee and Community Services Programs. If vocational education programs are participating in Employee Services Programs, are they meeting Department Operation Manual and Penal Code requirements?	N/A	None of the vocational programs are currently participating in employee services.
46.	If vocational education programs are participating in community service projects, are they meeting Department Operation Manual requirements?	Yes	A couple of the vocational programs are participating in Community Service projects.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

NO.	INSTITUTION: MCSP DATE: January 28-February 1, 2008 COMPLIANCE TEAM: Jan Stuter	YES/NO or N/A	COMMENTS
1.	<div data-bbox="164 380 914 422" style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;">Library Staffing:</div> <ul style="list-style-type: none"> Does the Principal, Academic Vice-Principal, or Vocational Vice-Principal supervise the library staff? Does the Senior Librarian implement/plan the library program? 	No	<p>The Academic Vice-Principal is the supervisor.</p> <p>The Senior Librarian retired; MCSP in process of hiring another, there is no acting replacement.</p>
2.	<div data-bbox="164 678 914 747" style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;">Department Operation Manual and Department Operation Manual Supplement:</div> <ul style="list-style-type: none"> Is the current Department Operation Manual, Section 53060 available in main library (ies) and satellite library (ies)? Is there a Department Operation Manual library supplement that is brief, and contains no new policies and/or regulations unless they are court-ordered and does the Department Operation Manual supplement reflect the current, actual local library program? 	Yes	<p>The current Department Operation Manual supplement is not in total agreement with actual program.</p>
3.	<div data-bbox="164 1136 914 1171" style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;">General Population Access Hours:</div> <ul style="list-style-type: none"> Are library hours of operation posted where General Population inmates can see them, and do General Population inmates have access to the library during off work hours? Do General Population inmates have regular access to non-legal library services? 	No	<p>The C yard Library does not have a library schedule posted on any wall, window or door in its area. The B yard Library has very good postings that are painted on the wall. This approach is recommended for all General Population libraries.</p>
4.	<div data-bbox="164 1461 914 1530" style="background-color: #e0e0e0; border: 1px solid black; padding: 2px;">General Population Law Library Documentation:</div> <ul style="list-style-type: none"> Is there documentation of General Population inmates' access to law library for a minimum of two hours within seven calendar days of their request for legal use. Is there a list showing inmates who request legal access, and those who received access? 	Yes	<p>Original requests on request form; receivers of access are listed with all pertinent details.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

5.	Restricted Housing Status Inmate Access: <ul style="list-style-type: none"> • If there are Restricted Housing inmates in the institution, is there a Department Operation Manual supplement relating to their use of the library? • Is there a method for Restricted Housing inmates to request physical access to the law library which includes a list showing Restricted Housing inmates requests for access and inmates who actually used the library and is access granted for a minimum of one two-hour block of time if needed by the inmate, within seven calendar days of a request? 	Yes	<p>Restricted Housing inmates have a law library with study cells on AdSeg and a Library Technical Assistant who provides direct service. Record-keeping is appropriate.</p> <p>Physical access to the General Population law library is not common. Single volume directories and other law related materials are often 3 to 4 years out-of-date.</p>
6.	Restricted Housing Status Non-Legal Library Services: <p>Do Restricted Housing inmates receive general library services?</p>	Yes	<p>Fiction only; no non-fiction. Paperbacks are "salvage" from the Minimum Library are usually in usable (fair) condition.</p> <p>All inmates receive a list of current available titles in their cells; however "overflow" housed in the next door building do not receive general library services.</p>
7.	Library Expenditures: <ul style="list-style-type: none"> • Are library funds spent for magazines/newspaper subscriptions, fiction and nonfiction books, supplies, processing, repair, and interlibrary loan fees? • If other items are purchased, are they for library use? 	Yes	<p>No periodicals appear to be available in any general population library.</p> <p>Interlibrary loan fees are not paid since no interlibrary loan is available.</p>
8.	Inmate Welfare Funds Expenditure: <p>Are Inmate Welfare Funds used to purchase newspapers, magazines, and paperback fiction books, etc.?</p>	Yes	<p>No periodicals are purchased. Other items are purchased.</p> <p>The last statement to the library on Inmate Welfare Funds funds is dated Sept 2006.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

9.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Law Library Expenditure:</div> <ul style="list-style-type: none"> Does the Senior Librarian understand the process associated with receiving the mandated law discs/books through the warehouse or mail room? Are the Stock Received Reports completed and submitted to the Regional Accounting Office? 	N/A	<p>No mandated law library materials have been received since the Senior Librarian retired.</p> <p>No Library Technical Assistants are aware of procedures.</p>
10.	<ul style="list-style-type: none"> Are all received mandated law books and discs made available to inmates in a timely manner? Are the discs timely loaded on the Law Library Electronic Data System computer? Are the law books shelved promptly? 	No	<p>Discs are not promptly loaded. They are loaded in a timeframe of two weeks or longer. Previously, the Retired Senior Librarian loaded them, the Associate Information Systems Analyst is not involved. The Library Technical Assistants do not know how to load the discs. Law books appear to be shelved promptly in the A yard Library.</p>
11.	<ul style="list-style-type: none"> Are law library discs checked in by the Associate Information Systems Analyst? If not, who checks them? 	No	<p>Previously the Senior Librarian checked the discs in without any assistance from the Associate Information Systems Analyst. There is currently no one to check them in.</p>
12.	<p>Does the librarian know what steps to take if a mandated law library book or disc is not received when it should be?</p>	No	<p>The current library staff does not know the procedures.</p>
13.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Library Book Stock - Quality, Part I:</div> <ul style="list-style-type: none"> Within the entire institution's libraries, is there at least one encyclopedia with a copyright date within the last five (5) years and one unabridged dictionary (no older than 5 years); Does the library program have at least three directories relevant to the questions asked by the population served? 	No	<p>Full current encyclopedias are available in every library. All other items are too old. A closet in the A yard Library is filled with un-cataloged reference material in these areas. No list existed; there are too many to go through.</p>

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

14.	Library Book Stock - Quality, Part II: Does each library in the institution have a current world almanac, an atlas that is no more than three (3) years old, an English language dictionary that is no more than five (5) years old, and a Spanish and English dictionary that is no more than ten (10) years old?	No	Most items available are older than is allowed.
15.	Library Book Stock - Quality, Part III: <ul style="list-style-type: none"> Does each library regularly inspect the physical condition of their books? Does the library program have a book repair procedure 	Yes	
16.	Library Book Stock - Quality, Educational Support, Literacy, Multi-Ethnicity: Does each library in the institution have at least one (1) textbook and two (2) supplemental titles which have copyright dates not more than ten (10) years old representing each vocational and academic program in the institution, a minimum of 100 titles representing high interest/low level reading books, a minimum of 250 multi-ethnic titles, including but not limited to Black American, Asian-American, Hispanic-American (inc. Spanish language) and Native American materials?	No	None of the libraries have new textbooks; often they have older textbooks and ancillary material. Most libraries have 10% or less of the required high interest/low level reading books. All General Population libraries exceed the number of multi-ethnic titles required.
17.	Library Book Stock - User Orientation: <ul style="list-style-type: none"> Are book collections designed to meet the needs and interests of the inmate population served? Does the librarian regularly meet with an inmate library advisory group, and does the library maintain a suggestion box? 	No	The Library Technical Assistants do not meet regularly with the inmate library advisory group. The Senior Librarian used to meet with them in the past. The library does not maintain a suggestion box.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

18.	Library Book Stock - Quantity: (Department Operation Manual Book Aug) <ul style="list-style-type: none"> Does the current library collection contain the number of fiction and nonfiction books mandated by CDCR? Does this include any new books purchased through Recidivism Reduction Strategies funding? 	Yes	Almost all Recidivism Reduction Strategies books are housed in the A yard (Main) Library.
19.	Have all books purchased through the Recidivism Reduction Strategies funds been received, shelved, and inmate use tracked?	Yes	
20.	Book Access: <ul style="list-style-type: none"> Is there a card catalog or equivalent system that inmates can use to find a book by title, author, or subject matter? Can inmates request books that are not in the library collection? 	Yes	Book type catalogs are available in all libraries; all are computer produced. Requested books not in the library are placed on a proposed 'buy' list.
21.	Circulation: <p>Is there an adequate library book checkout system in place and an adequate overdue system in use?</p>	Yes	All libraries have a library book check out systems: 3 are computer based (on Access) on the A yard, C yard and Min. Two are well maintained manual systems on the B yard and AdSeg.
22.	Mandated Law Library/California Code of Regulations, Department Operation Manual <ul style="list-style-type: none"> Are the Gilmore v. Lynch mandated law books up to date? Does the library collection have the most current California Code of Regulations/Title 15 in English and Spanish? Is there a method of displaying proposed and actual revisions of California Code of Regulations/Title 15 for the inmate population, and does each library have a complete up-to-date Department Operation Manual? Are all the Law Library Electronic Data System computers up-to-date and operating in each library? 	No	All libraries except one have the latest Spanish edition. One computer has been inoperable in the A yard Library for several months.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

23.	Law Library - American Disability Act: Are American Disability Act mandatory postings present in the library?	Yes	
24.	Circulating Law Library: Is a procedure for accessing the Circulating Law Library in place?	N/A	
25.	Court Deadlines: Are court deadlines verified, and is there documentation that inmates with established court deadlines have priority access to the library?	Yes	
26.	Law Library Forms and Supplies: Do inmates have access to court required forms; are required legal supplies adequate and available; are procedures to distribute forms and supplies appropriate; and do all law libraries follow the same law library procedures?	Yes	
27.	General Library Forms and Supplies: Are adequate supplies available to process library materials, and are there standardized forms for library procedures that are used by all the libraries in the institution?	Yes	
28.	Inmate Clerk Training: <ul style="list-style-type: none"> Do inmate library/law library clerks receive documented training? Are training records maintained for each inmate employee? Do inmate clerks receive training on a regular basis in law library and general library processes? 	No	Most On-the-Job Training is not documented except for the safety/health training. Inmate training records are maintained. The B yard Library provides documented training on a limited basis.

COMPLIANCE REVIEW FINDINGS

LIBRARY/LAW LIBRARY SECTION

29.	<div data-bbox="164 241 914 289">Security and Order:</div> <ul style="list-style-type: none">• Are personal alarms issued by institution to library staff; does library staff wear a whistle and the issued personal alarms?• Are exits clearly marked and evacuation plans posted in accordance with the institution's emergency evacuation plan?	No	The C yard Library evacuation plan is unreadable. All exits are labeled. All of the library staff wears personal alarms.
-----	--	-----------	--

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act

	INSTITUTION: MCSP DATE: January 28, 2008 COMPLIANCE TEAM: Mark Lechich	YES/NO or NA	COMMENTS
1.	<div style="border: 1px solid black; padding: 2px;">Duty Statement / Job Description / Credentials</div> Do you have a current duty statement on file (within one year)?	Yes	
2.	Do you have a valid credential on file?	Yes	
3.	<div style="border: 1px solid black; padding: 2px;">Security / Order</div> Are personal alarms issued by the institution to teaching staff, and worn?	Yes	
4.	Are exits clearly marked and emergency evacuation plans posted in accordance with the institution's emergency evacuation plan?	Yes	
5.	<div style="border: 1px solid black; padding: 2px;">Supervisory / Support</div> Do you receive support from your supervisor and other educational staff?	Yes	
6.	Does the Vice-Principal visit/observe your class? Does the Principal visit /observe your class? Do you maintain a sign-in log?	No	The Vice-Principal visits regularly but the Principal does not and there is no sign-in log.
7.	<div style="border: 1px solid black; padding: 2px;">Inmate Enrollment</div> Do you maintain a minimum enrollment of 27 students?	Yes	
8.	Do students receive direct/group instruction?	Yes	
9.	Is the Literacy Learning Lab a "self contained" program?	Yes	
10.	<div style="border: 1px solid black; padding: 2px;">Student Records / Testing Achievements</div> Do you verify non-GED or HS graduation of the student?	Yes	
11.	Do you start a student record file upon the student entering the Literacy Learning Lab program?	Yes	
12.	Does each student have a current Test of Adult Basic Education score? <i>If not, do you refer the student for testing?</i>	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act

13.	Do you assess student's basic skill level? Describe	Yes	
14.	Are at least 90% of the CDCR 128-Es, classroom records and accountability documents current, accurate and secured?	Yes	
15.	Are the Student Files current (incl. Test of Adult Basic Education and any assessment scores)? Review	Yes	
16.	Is there a current Student Job Description on file?	Yes	
17.	Instructional Expectations Do you use the approved CDCR Competency Based ABE curriculum?	Yes	
18.	Use of differentiated instructional methods? Describe	Yes	
19.	Do students track their own progress?	Yes	
20.	Do the students receive computer orientation? Is there continuous training? Describe	Yes	
21.	Do you maintain course outlines and lesson plans? Review files	Yes	
22.	Do you use alternative assessment instruments (besides the required Test of Adult Basic Education), to determine a student's instructional plan? Describe	Yes	
23.	Do students spend an average of six months of instructional time enrolled in the program?	Yes	
24.	Other Services Do you refer students to other services, i.e. medical? Describe the process.	Yes	
25.	Do you provide the students career-related information?	Yes	
26.	Do you have student aides? If so, how many and how are they used?	Yes	
27.	Training Have you participated in conferences, workshops and seminars from July 1, 2007– December 31, 2008? If so, provide a list.	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act

28.	Expenses Are spending levels appropriate for material purchases and training to support program needs?	Yes	
29.	Equipment Do you maintain a complete and current inventory of equipment? Is equipment tagged with a Workforce Investment Act property tag? Conduct an inventory.	No	One computer is missing the Workforce Investment Act tag.
30.	Is your software appropriately maintained by PLATO's technical field staff?	No	New upgrades need to be installed as soon as possible.
31.	Do you register all new software purchases with the AISA?	Yes	
32.	Committees / Meetings How often do you meet with the referral teacher for consultation on a student?	N/A	
33.	CASAS/TOPSPRO Management Information System (MIS) Coordinator Have you been trained in the area of California Accountability and the TOPSPRO Management Information System to appropriately perform your duties as a Comprehensive Adult Student Assessment System Coordinator? When was the date of the last training?	Yes	
34.	Do you have an adequate amount of Comprehensive Adult Student Assessment System (CASAS) testing materials to implement CASAS? Explain the CASAS testing procedures at your institution.	Yes	
35.	Are the Comprehensive Adult Student Assessment System testing materials appropriately inventoried and secured?	Yes	
36.	Are you using the latest version of the TOPSPRO Management Information System software?	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANT PROGRAMS SECTION

Workforce Investment Act

37.	Is the hardware equipment (Scantron machine) and software (TOPSpro Management Information System) used to implement Comprehensive Adult Student Assessment System appropriately maintained?	Yes	
38.	Do you provide each teacher with a Student Performance by Competency Report to assistance them in preparing lesson plans?	Yes	
39.	Do you know how to generate the California Payment Point Report ? Can you generate a Preliminary Payment Point Report ?	Yes	
40.	Are the appropriate students receiving and completing the Core Performance Surveys ? <i>Explain the process in place to ensure that students are receiving the surveys.</i>	Yes	
41.	Can you generate an up to date list of students that will be receiving the Core Performance Survey for the past quarter?	Yes	
42.	Can you generate a Data Integrity site review?	Yes	
43.	Can you generate a Student Gains by Class Report ? Can you produce five student Entry/Update records and Pre/Post Test records? (Check reports with Student Gains by Class Report and Student Lister . Dates, testing books, and scores should match between records)	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

No.	INSTITUTION: MCSP DATE: 1-28-08 COMPLIANCE TEAM: R. CALLISON	YES/NO OR N/A	COMMENTS
1.	Inmate Enrollment Is the class meeting the Office of Correctional Education required enrollment quota?	No	Two of the Vocational Shops with Vocational and Technical Education Act (VTEA) equipment did not meet the required assignment quota.
2.	Equipment Inventory Is VTEA equipment properly tagged?	Yes	
3.	Is VTEA equipment used for the intended purpose?	Yes	
4.	Student Records / Testing Achievements Are course completions being issued for the Office of Correctional Education program training requirements? ▪ How many students are trained per year?	Yes	Total number of students trained per year by all VTEA programs: 197 students or an average of 39 students completing the program.
5.	Do Student files verify equipment training on CDCR 128-E?	Yes	
6.	Is the Office of Correctional Education approved curriculum and recording system in use?	Yes	
7.	Are lesson plans in accordance with the Office of Correctional Education guidelines?	Yes	
8.	Related Training Is safety and literacy training taking place in accordance with the Office of Correctional Education guidelines?	Yes	

COMPLIANCE REVIEW FINDINGS

FEDERAL GRANTS PROGRAMS SECTION

Carl D. Perkins Act
Vocational and Technical Education Act Grant

9.	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Vocational Classroom Physical Access </div> <p>Are students able to get physical to the vocational shops over 50% of the time?</p>	No	One Vocational Shop with VTEA equipment did not meet the requirement of physical access more than 50% of the time.
10.	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Trade Advisory Committee </div> <p>Are quarterly meetings held and minutes kept?</p>	Yes	Total Vocational Shops with VTEA Trade Advisory Committee members: 31 members for an average of 6 members per shop.
11.	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Supplemental Areas (not counted for points on the overall Compliance Review) </div> <p>Apprenticeship:</p> <ul style="list-style-type: none"> ▪ Number of apprentices_____ ▪ Institutional Pay_____ ▪ Union/Company Affiliation_____ _____ ▪ Current DAS Form_____ ▪ OJT Work Logged_____ ▪ Less than 5 years_____ 	NA	One shop has an Apprenticeship program.
12.	<p>Is the shop clean?</p> <p>(Note the cleanliness and general maintenance of the shop in the comments section).</p>	Yes	